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Approved For Release 2009/03/23 : CIA-RDP89-00244R000801580001-4

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ADMINISTRATIVE - INTERNAL USE ONLY

DEC 1983

DD/Pers

83-5423

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DD/A Registry

83-0831/2

FROM:

Robert W. Magee
Director of Personnel
5E58 HQS.

EXTENSION

NO:

DATE

DEC 9 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Co/ Deputy Director
for Administration
7D24 HQS.

12 DEC 1983

12 DEC

R

1. cy to D/OOL?

done yes
12 DEC 1983

2.

ADDA

13 DEC 1983

Q

3.

DDA

12-13-83

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4.

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D/OOL

3-5

6.

at least we tried!

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FORM 1-79

610

USE PREVIOUS EDITIONS

ADMINISTRATIVE - INTERNAL USE ONLY

D/Pers

83-5423

DEC 9 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel


SUBJECT: Monetary Recognition of Achievement of Professional Certification

- REFERENCES:
- A. Memorandum Dated 23 November 1983 for D/Pers from General Counsel, Subject: Monetary Awards for Professional Certification
 - B. Memorandum of Law Dated 23 November 1983 from Office of General Counsel, Subject: Legality of Providing Monetary Awards for Achievement of Professional Certification
 - C. Memorandum for General Counsel from D/Pers, Dated 16 August 1983, same subject
 - D. Memorandum for D/Pers from DDA, Dated 28 July 1983, same subject

1. In response to your request contained in Reference D, I asked the General Counsel whether a program of monetary awards for those who achieve professional certification is legally permissible. Unfortunately, References A and B advise that it is not, either under the provisions of Title 5 of the U.S. Code or Section 8 of the CIA Act of 1949.

2. The General Counsel does indicate, however, a monetary award could be given "at such time as the professional certification bore fruit in the form of sustained superior performance or similar outstanding achievement on the job by employees who had earned such certifications." Members of the Incentive Awards Branch will be glad to provide assistance in the processing of such an award.

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Robert W. Magee

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SUBJECT: Monetary Recognition of Achievement of Professional
Certification

Distribution:

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- 1 - D/Pers
- 2 - DDA
- 1 - D/LOG
- 1 - IAB
- 1 - BSD

STAT DD/Pers/SP/BSD/IAB pb/2 December 1983

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D/Pers

83-5423

OGC 83-09661

23 November 1983

MEMORANDUM FOR: Director of Personnel

FROM: Stanley Sporkin
General Counsel

SUBJECT: Monetary Awards for Professional Certification

You asked that we take a look from the legal standpoint at a proposal surfaced by Dan King that the Agency implement a program of monetary recognition in the form of awards for employees who achieve professional certification in fields such as engineering, architecture, and contracting or procurement, but where such certification is not a job requirement or based on official performance. Although I am personally and philosophically sympathetic to the proposal, which would reward the meritorious outside achievements of Agency employees and the initiative and self-discipline those achievements reflect, I must conclude unfortunately that there is no legal authority for such a program. The legal analysis leading to this conclusion is set forth in the attached Memorandum of Law, prepared by one of my staff attorneys. I would add, though, that the preceding emphatically does not mean that monetary awards could not be given, if otherwise appropriate, at such time as the professional certification bore fruit in the form of sustained superior performance or similar outstanding achievement on the job by employees who had earned such certifications.

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Stanley Sporkin

Attachment: As stated.

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MEMORANDUM FOR: General Counsel

16 MAR 1983

FROM: James N. Glerum
Director of Personnel

SUBJECT: Monetary Recognition of Achievement of Professional Certification

REFERENCES: A. Memo for D/Pers from D/Logs, dated 22 February 1983,
Subject: Proposed Awards Program to Recognize Receipt of Professional Certification

B. Memo for D/Logs from D/Pers, dated 20 April 1983,
Subject: Recognition of Professional Certification

C. Memo for D/Pers from DDA, dated 28 July 1983,
Same Subject

1. Reference A requested that we establish a program of monetary awards for those employees who achieve professional certification in such occupational categories as engineering, architecture and contracting/procurement. My response (Reference B) stated that while we support the concept of providing recognition for these employees, we feel that such recognition should be non-monetary. This is also the position of OPM which states that granting awards under these circumstances would be a misuse of the awards program.

2. We now have received a memorandum from the DDA (Reference C) expressing his strong interest in such a program and referring to possible legal obstacles. I therefore request that you advise me whether the initiation and maintenance of a program of monetary awards for those who achieve professional certification, without specific reference to their job performance, is legally permissible.

3. Please note paragraph.3 of Reference C in which the DDA suggests the possible use of the authorities contained in Section 8, CIA Act of 1949. In the event you find no other legal basis for the proposed awards, I would appreciate your comments on this point.

/s/ James N. Glerum

James N. Glerum

Attachments

Distribution:
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1-C/IAB

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O/A Registry

83-0531

22 FEB 1983

MEMORANDUM FOR: Director of Personnel

VIA: Deputy Director for Administration

FROM: Daniel C. King
Director of LogisticsSUBJECT: Proposed Awards Program to Recognize Receipt
of Professional Certification

1. Paragraph 4 contains a recommendation for your approval.

2. The Agency, in a continuing effort to increase efficiency, cut waste, build language skills, and reward high performance, has instituted a variety of awards programs to recognize employees who achieve a measured level of proficiency or performance. Programs like or very similar to these exist throughout the Government. However, there is no existing program within the Agency which specifically recognizes the attainment of professional certification.

3. Many occupations and professions offer programs which lead to professional certification in their respective fields. These programs are usually structured along the following lines:

- Minimum educational achievement or courses,
- Examination process, and
- (Optional) Minimum work experience within the profession.

For example, within the Office of Logistics (OL), there are three professional occupations for which certification programs exist. They are:

- Engineering;
- Architecture, and
- Contracting/Procurement.

Each of the above certification programs requires an undergraduate degree; a minimum number of months of professional work experience within the specific field; and a professional, association-sponsored and controlled examination process. At this time, neither the Agency

OL 3049-83



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SUBJECT: Proposed Awards Program to Recognize Receipt
of Professional Certification

nor OL requires the certification of an employee either before hiring or at any time during a career. In contrast, many firms in private industry allow the hiring salary to be raised if the individual is certified by an appropriate professional association. Many of the same firms offer monetary increases to employees who achieve their certification after being hired. Some firms will also pay either a portion or full cost for pre-examination courses.

4. The professional certification of Agency employees would be beneficial to the organization and the employee for several reasons. Certified individuals are usually more knowledgeable about their profession because of the extensive testing procedure which covers virtually every aspect of the field. Also, the individual is accorded recognition as an expert in his or her particular specialty, which reflects favorably on the level of professionalism in the Agency. Finally, such an achievement raises the self-esteem of the individual and thus improves his or her overall effectiveness. Accordingly, since justification to encourage our employees to pursue such certification exists, I recommend that the employee who attains a certificate from a professionally recognized association, and whose performance is documented as being satisfactory, be recognized with a monetary award under the Special Achievement Award system upon the recommendation of his supervisor, or that there be established under the Office of Personnel a separate program to recognize the employee who achieves such status.

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Daniel C. King

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CONCUR: *



Deputy Director for Administration

3-1-83

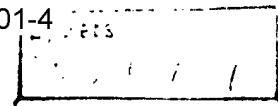
Date

* Believe this proposal worth Consideration
APPROVED:

Director of Personnel

Date

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MEMORANDUM FOR: Director of Logistics

FROM: James N. Glerum
Director of Personnel

SUBJECT: Recognition of Professional Certification

REFERENCE: OL Memo, dated 22 February 1983, Subject: Proposed Awards Program

Dan:

1. We support the concept of providing recognition for the achievement of professional certification, but the form your proposal takes, of providing a monetary award under the Special Achievement Award system, raises some problems. Official acknowledgement of professional certification would no doubt contribute to the morale of most employees who have taken some extra effort to improve themselves, their qualifications and knowledge. We believe, however, that neither the incentive awards system nor permanent salary advancement by means of promotions or step increases are appropriate mechanisms to single out such personal accomplishments. Awards and salary increases are intended to respond primarily to work performance and on-the-job accomplishments. It would be difficult to support granting such awards when professional certification per se is not required for hiring or career advancement or for fulfilling essential requirements of one's job. In those professions where certification is an absolute requirement of the job, e.g., lawyers passing the bar, this factor is already inherent in determining employability and grade.

2. In considering your proposal we have tried to develop a suitable alternate recognition program that would meet the varying needs of Agency components and employees in relationship to professional certification. It is our conclusion that such recognition must remain a function of line management and the career sub-groups for the present. We believe that it would be appropriate for supervisors to highlight such noteworthy accomplishments in PARs as evidence of an employee's initiative, motivation, etc. It is possible that such mention could contribute to an employee being ranked higher and receiving an earlier promotion. Certainly, an office head or senior official could address a letter of congratulation to such an individual, and public acknowledgement during a staff meeting or gathering of fellow careerists also would contribute to the recognition process.

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3. It is possible, also, to single out individual occupations where professional certifications represent a singular achievement that is deserving of special recognition. For these, you might develop some Office of Logistics certificate to be presented at an appropriate ceremony.

4. While I have not approved your recommendation, I plan to recommend to the Heads of the Career Services that they ensure that employees who earn professional certification be provided the full recognition their achievements deserve. Thanks for a good idea.

ILLEGIB



James N. Glerum

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1 - D/Pers

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DD/Pers/SP [Redacted] (18 April 1983)

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28 JUL 1983

MEMORANDUM FOR: Director of Personnel

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Monetary Recognition of Achievement of
Professional Certification

REFERENCE: Memo for D/Pers from D/L, dtd 22 February 1983,
Subject: Proposed Awards Program to Recognize
Receipt of Professional Certification (OL 3049-83)

1. Earlier this year, the Director of Logistics and I discussed the desirability of using monetary awards to recognize employees who achieve certification or registration by their professional organizations. Through his referent memorandum, you are already aware of Mr. King's strong belief that such awards would have many benefits for our employees and the Agency. My own interest in the establishment of this new awards category is similarly intense; and aside from registering my support of Mr. King's proposal, I want to add to his comments of justification for the program.

2. Besides enhancing individual skills and our collective professionalism, adoption of a program of this sort will enable the Agency to match the support which many private sector firms now give to their employees who attain professional accreditation. This "matching" of support is important, because we should adopt, where possible, innovative ideas from whatever source which promise to improve our capabilities. I believe the proposed program is an example of such an instance.

3. Finally, I have been told that possible legal obstacles to the adoption of the proposal are being evaluated by your office. While I am unaware of their specific nature, I believe this awards


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SUBJECT: Monetary Recognition of Achievement of
Professional Certification

proposal is not completely unlike other programs which have been approved under the Section 8 authorities granted the Agency by the CIA Act of 1949. While this portion of the law can be utilized improperly, its application in this case may be appropriate and should be examined.

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Harry E. Fitzwater

Attachment:
Reference

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